



QUICKBOOKS DESKTOP 2017 STUDENT GUIDE

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Lesson 6

**Enter Sales Information**

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# Lesson Objectives

- Learn about the different formats available for sales forms
- Save sales and purchase forms in portable document format (PDF)
- Practice creating a new invoice
- Learn the purpose and use of the QuickBooks Item list
- See how QuickBooks records the information you enter on sales forms
- Memorize an invoice transaction for reuse
- Add a new item to the Item list
- Add a new price level to the Price Level list
- Associate a price level with a customer
- Create invoice letters
- Generate reminder statements

# Use Sales Forms for Payment in the Future

Any time you make a sale in your business, you record it in QuickBooks on a sales form. A sales form can be an invoice (when you expect payment to come later), a sales receipt (when you receive payment at the time you make the sale), or a credit memo (when you issue a credit on your customer's account or a customer refund, perhaps because they've returned something they've bought).

The type of sales form you use (invoice or sales receipt) depends on whether you expect payment in the future or at the time of the sale. If you expect to receive payment at some future date, you enter an invoice.



## Step-by-Step: Display a Completed Invoice Form in QuickBooks

1. Open the **Customer Center** from the Customers drop-down menu (or any of the other access points).
2. Click on the name of the customer whose invoice you would like to view.
3. From the Transactions tab for that customer, double-click on the invoice to open the invoice form.

Customer Center: Abercrombie, Kristy

Company Name: Mrs. Kristy Abercrombie  
 Full Name: Mrs. Kristy Abercrombie  
 Customer Type: Residential  
 Account No.: 91-431  
 Terms: Net 30  
 Bill To: Kristy Abercrombie  
 5647 Cypress Hill Rd  
 Bayshore CA 94326

Main Phone: 415-555-6579  
 Main Email: kristy@samplename.com

NOTE:  
 9/15/2003: Send Kristy estimate for den remodel.  
 9/20/2003: Called Kristy to ...

REPORTS FOR THIS CUSTOMER:  
[QuickReport](#)  
[Open Balance](#)  
[Show Estimates](#)  
[Customer Snapshot](#)

TYPE	NUM	DATE	ACCOUNT	AMOUNT
Payment		12/15/2021	10100 - Checking	7,633.28
Estimate	613	12/12/2021	90200 - Estimates	7,676.13
Invoice	1091	12/10/2021	11000 - Accounts Receivable	4,522.00
Check	476	12/01/2021	10100 - Checking	-711.15
Credit Memo	4002	12/01/2021	11000 - Accounts Receivable	-711.15
Invoice	1084	11/25/2021	11000 - Accounts Receivable	3,111.28
Sales Receipt	3006	10/30/2021	10100 - Checking	743.75

Manage Transactions | Run Reports

4. Close the invoice.

# Use Sales Forms for Payment at the Time of Sale

If you receive full payment at the time you make a sale – either by cash, check or credit card – you fill out a sales receipt instead of an invoice. Like the invoice, the QuickBooks sales receipt includes information about the items or services purchased, but it also includes information about how payment was made. The sales receipt completely bypasses the Accounts Receivable account.



## Step-by-Step: Display a Completed Sales Receipt in QuickBooks

1. Open the **Customer Center** from the Customers drop-down menu (or any of the other access points).
2. Click on the name of the customer whose sales receipt you would like to view.
3. From the Transactions tab for that customer, double-click on the sales receipt to open the Sales Receipt form.

**Sales Receipt**

DATE: 10/30/2021  
 SOLD TO: Kristy Abercrombie  
 5647 Cypress Hill Rd  
 Bayshore CA94326

SALE NO.: 3006  
 CHECK NO.: 305

ITEM	DESCRIPTION	QTY	U/M	RATE	A...	TAX
Removal	Removal labor	4.75		35.00	1...	Non
Repairs	Repair work	16.5		35.00	5...	Non

TAX: San Tomas (7.75%)  
 TOTAL: 743.75

CUSTOMER MESSAGE: [Empty field]

MEMO: [Empty field] CUSTOMER TAX CODE: Tax

Buttons: Save & Close, Save & New, Revert

**Customer Summary:**  
 Phone: 415-555-6579  
 Email: kristy@samplename.com  
 Open balance: 0.00  
 Active estimates: 0  
 Sales Orders to be invoiced: 0  
 Unbilled time and expenses: 217.94

**RECENT TRANSACTION:**

DATE	DESCRIPTION	AMOUNT
10/30/21	Sales Receipt	743.75
10/25/21	Sales Receipt	1,067.88
08/15/21	Payment	1,292.78
06/07/21	Invoice - Paid	0.00
06/07/21	Sales Order	1,293.00

4. Close the Enter Sales Receipts window.

# Fill in a Sales Form

Filling in an invoice is just like filling in a paper form: enter the customer information first followed by a description of the charges.



## Step-by-Step: Enter Customer Information on an Invoice

1. On the Home page, click **Create Invoices** (or select **CTRL+i** or **Customers → Create Invoices**; there are several other ways to open the Create Invoices window).
2. If you have custom templates, choose the template you would like to use from the drop-down list.
3. In the Customer:Job field, enter the name of the customer/job you wish to create an invoice for.
4. If the Billable Time/Costs window pops up, choose to add billable time or expenses.

## NOTES

## Fill in the Line Item Area

In the bottom half of the invoice (the detail or body of the invoice), you list each service or product you're selling on its own line, along with the amount the customer owes for that item. Because information about individual items is on separate lines, the lines are called line items.

But items are not just products you sell or services you provide to clients. Line items can be anything you might want to put in the detail area of an invoice, like a discount, subtotal line, markup or sales tax calculation.



### Step-by-Step: Complete the Line Item Area of an Invoice

1. In the Item field, choose the item you would like to add to the invoice. If you chose to add billable expenses from the last exercise, these items will already show in this section.
2. Press **Tab**.
3. Enter the quantity you wish to invoice for in the Quantity column.
4. Press **Tab** to enter the rate or per unit price for this item. If you set this item up with a default rate, it will automatically appear on the line, but you can overwrite it.
5. Press **Tab** to see the amount or extension of the quantity multiplied by the per unit price.
6. Let QuickBooks populate the Tax code for this item automatically, but you can change it by selecting a different tax code from the drop-down.

ITEM	DESCRIPTION	QUANTI...	U/M	RATE	AMOUNT	TAX
Removal	Removal labor	40		35.00	1,400.00	Non

### NOTES



# Complete the Sales Form



## Step-by-Step: Complete and Record the Invoice

1. At the top of the screen in the Main tab of the ribbon, click on the drop-down under **Print** and choose **Preview**.

Rock Castle Construction 1735 County Road Bayshore, CA 94326		<b>Invoice</b>								
		DATE	INVOICE #							
		12/15/2021	1100							
<table border="1"> <tr><td>BILL TO</td></tr> <tr><td>Baker, Chris</td></tr> <tr><td>415 W. Desert Bloom</td></tr> <tr><td>Bayshore, CA 94326</td></tr> </table>		BILL TO	Baker, Chris	415 W. Desert Bloom	Bayshore, CA 94326	<table border="1"> <tr><td>SHIP TO</td></tr> <tr><td> </td></tr> </table>			SHIP TO	
BILL TO										
Baker, Chris										
415 W. Desert Bloom										
Bayshore, CA 94326										
SHIP TO										
	TERMS	DUE DATE	PROJECT							
	Net 30	1/14/2022	Family Room							
DESCRIPTION	QUANTITY	U/M	RATE	AMOUNT						
Removal labor	40		35.00	1,400.00						
			<b>Subtotal</b>	\$1,400.00						
			<b>Sales Tax (7.75%)</b>	\$0.00						
			<b>Total</b>	\$1,400.00						
			<b>Payments/Credits</b>	\$0.00						
			<b>Balance Due</b>	\$1,400.00						

2. Click **Zoom In** and use the scroll bars to see the invoice items at greater magnification.
3. Click **Close**.

- Invoices and other sales forms can be printed, emailed or saved as PDFs by clicking on the drop-down under **Print** or **Email** in the Main tab of the ribbon at the top of the form.
- In the Create Invoices window, record the sale by clicking **Save & Close**.

QuickBooks records the invoice in your Accounts Receivable register. If this were a sales receipt, QuickBooks would record the sale in your Undeposited Funds account until you deposit the money at the bank, or record a deposit into the bank account you specified in the Enter Sales Receipts window. (The option to select an account in which to deposit the payment is available only when the Payments preference *Use Undeposited Funds as a default deposit to account* is turned off.)

The Accounts Receivable register keeps track of how much money your customers owe you.



## Step-by-Step: See the Accounts Receivable Register

- Open the Chart of Accounts.
- In the Chart of Accounts, double-click the **Accounts Receivable** account.

DATE	NUMBER	CUSTOMER	ITEM	QTY	RATE	AMT CHRG	AMT PAID
	TYPE	DESCRIPTION	CLASS			BILLED DATE	DUE DATE
2/14/2021	1096	Natiello, Ernesto:Kitchen				2,824.03	
	INV						Paid
2/15/2021		Roche, Diarmuid:Garage repairs					440.00
	PMT						
2/15/2021		Abercrombie, Kristy:Remodel Bathroom					7,633.28
	PMT						
2/15/2021	1097	Robson, Darci:Robson Clinic				12,420.98	
	INV						12/15/2022
2/15/2021	1098	Cook, Brian:Kitchen				1,636.69	
	INV						01/14/2023
2/15/2021	1100	Baker, Chris:Family Room				1,400.00	
	INV						01/14/2022
2/15/2021	42000	Natiello, Ernesto:Kitchen					13,560.39
	PMT						
15/2021	Number	Customer	Item	Qty	Rate	Amt Chrg	
		Description	Cl...				

ENDING BALANCE **94,407.93**

Sort by: Date, Type, Number/Ref

Buttons: Record, Restore

- To open a transaction, double-click on the transaction in the register, or click on it once then click the **Edit Transaction** button in the toolbar.
- Close the register.

# Repeat a Sale

Many of the sales you make in your business are ones you repeat again and again. For example, you may have a standing monthly order from a customer, or you may perform essentially the same services for more than one client. QuickBooks lets you memorize sales forms so you don't have to retype the information. In fact, QuickBooks allows you to memorize a transaction so it is automated on a schedule if it's something that happens regularly in exactly the same way.



## Step-by-Step: Memorize the Invoice

1. Make sure you have the invoice you want to memorize displayed on your screen.
2. From the Main tab of the ribbon in the upper right of the task bar, choose **Memorize**. The Memorize Transaction window appears on top of the invoice.

ITEM	DESCRIPTION	QUANTITY	UOM	RATE	AMOUNT	TAX
Removal	Removal labor	40		35.00	1,400.00	Non

TOTAL 1,400.00  
PAYMENTS APPLIED 0.00  
BALANCE DUE 1,400.00

3. In the Name field, type a description that will help you recognize the memorized invoice or keep the default description QuickBooks has provided.
4. Click **OK**.
5. Close the Create Invoice, Accounts Receivable register and Chart of Accounts windows.



## Step-by-Step: Recall a Memorized Sale

1. From the Lists menu, choose **Memorized Transaction List**.

TRANSACTION NAME	TYPE	SOURCE ACCOUNT	AMOUNT	FREQUENCY	AUTO	NEXT DATE
Family Room	Invoice	11000 - Accounts Re...	1,400.00	Never		
Overhead	General Journal	13100 - Pre-paid Ins...	675.00	Never		
Recurring Depr Entry - Monthly	General Journal	54000 - Job Expense...	19.60	Monthly	✓	12/31/2021
Sergeant Insurance	Check	10100 - Checking	675.00	Monthly		01/15/2022

Memorized Transaction    Enter Transaction

2. Double-click the transaction you just added.
3. Make any necessary changes on this copy of the memorized invoice (such as the date or other details) before you save it.
4. Click **Save & Close** to record the invoice.
5. Press the **Esc** key to close the Memorized Transaction List.

### NOTES

# Create Batch Invoices

Batch invoices are a way to assemble a list of customers to whom you can send similar invoices all at once. This can be great for recurring service billing.



## Step-by-Step: Create a Batch Invoice

1. From the Customers menu, choose **Create Batch Invoices**.
2. Click **OK** to close the *Is your customer info set up correctly?* message.

**Batch Invoice**

Step 1 of 3: Select a billing group or choose customers and click **Next**.

**SEARCH**

Look for  in **All fields**

Search within results

**BILLING GROUP**

[What is a billing group?](#)

**Search Results**

NAME	BALANCE TO...	TERMS
Abercrombie, Kristy	0.00	Net 30
Family Room	0.00	Net 30
Kitchen	0.00	Net 30
Patio	0.00	Net 30
Remodel Bathroom	0.00	Net 30
Allard, Robert	14,510.00	Net 15
Remodel	14,510.00	Net 15
Babcock's Music Shop	0.00	Net 15
Remodel	0.00	Net 15
Baker, Chris	1,400.00	Net 30
Family Room	1,400.00	Net 30

**CUSTOMERS IN THIS GROUP**

3. In the *Look for* field, you can search for an item description.
4. Click **Search**.

- In the Billing Group field, enter a name for your batch. If you enter a name that does not exist, you will receive a prompt to set up this group.
- Highlight each client from the search results you wish to add to the Billing Group or you can click **Select All**. Use the **Add** button to add clients to your list.

**Batch Invoice**

**Step 1 of 3: Select a billing group or choose customers and click Next.**

**SEARCH**

Look for  in

Search within results

**Search Results**

NAME	BALANCE TO...	TERMS
Natiello, Ernesto	0.00	Net 30
Keenan, Bridget:Storage Shed	0.00	Net 30
Balak, Mike:Utility Shed	0.00	
Duncan, Dave:Utility Shed	0.00	
Dunn, Eric C.W.:Utility Shed	0.00	
Fomin, Slava:Utility Shed	0.00	
Jimenez, Cristina:Utility Shed	0.00	
Johnson, Gordon:Utility Shed	0.00	
Memeo, Jeanette:Utility Shed	0.00	Net 60
Overfield, David:Utility Shed	0.00	
Ruff, Bryan:Utility Shed	0.00	

**BILLING GROUP**

[What is a billing group?](#)

Billing group: Sheds

CUSTOMERS IN THIS GROUP

- Natiello, Ernesto
- Keenan, Bridget:Storage Shed
- Balak, Mike:Utility Shed
- Duncan, Dave:Utility Shed
- Dunn, Eric C.W.:Utility Shed
- Fomin, Slava:Utility Shed
- Jimenez, Cristina:Utility Shed
- Johnson, Gordon:Utility Shed
- Memeo, Jeanette:Utility Shed
- Overfield, David:Utility Shed
- Ruff, Bryan:Utility Shed

- Click **Save Group**.
- Click **Next**.
- Choose the date of the invoices that are being issued in one batch as well as the invoice template you wish to use for the entire batch.
- Enter the information you would like on your invoice.
- Click **Next**.
- Review the list of customers checked in the next window and click **Create Invoices**.
- The Batch Invoice Summary appears. Click **Email** to send the invoices to your customers or **Print** to print the invoices.
- Click **Close** to close the Batch Invoice Summary.

## Enter a New Item

Items are what we use on sales forms like estimates, sales orders, invoices and sales receipts. Items show the products/services that are sold and each item is mapped to one or more accounts in QuickBooks. Items can be mapped to one, two or three accounts, depending on the item setup.

- **One-sided items** - These items are used on *either* a sale *or* a purchase form, but not both. For example, if you sell consulting services, you may have an item named Consulting for use on your invoices. This item will be mapped to an income account to view on your Profit & Loss report. If this item were used on a purchase transaction, it would post a negative transaction to your income account.
- **Two-sided items** - These items are used on *both* a sale *and* a purchase form. The setup of these items allows you to post to an income account when used on a sales form and post to an expense account when used on a purchase form.
- **Three-sided items** - These items are used for inventory. The setup of these items allows you to purchase the item and receive it into your Inventory asset account (part 1). When you sell the inventory, the item posts to your Income account (part 2) and makes a Cost of Goods Sold entry (part 3).

In this section we will look at a one-sided item entry.



## Step-by-Step: Add a One-sided Item

1. From the Lists menu, choose **Item List**.

NAME	DESCRIPTION	TYPE	ACCOUNT	TOTAL...	ON SAL...	PRICE	ATTACH
Roofing	Roofing	Service	40100 - Construction Incom...			0.00	
Tile & Counter	Install tile or counter	Service	40100 - Construction Incom...			0.00	
Cabinets	Cabinets	Inventory Part	40100 - Construction Incom...	0	0	0.00	
Cabinet Pulls	Cabinet Pulls	Inventory Part	40100 - Construction Incom...	423	0	0.00	
Light Pine	Light pine kitchen cabinet wall unit	Inventory Part	40100 - Construction Incom...	-11	0	1,799.00	
Door Frame	standard interior door frame	Inventory Part	40100 - Construction Incom...	21	0	0.00	
Hardware		Inventory Part	40100 - Construction Incom...	0	0	0.00	
Brass hinges	standard interior brass hinge	Inventory Part	40100 - Construction Incom...	246	0	0.00	
Doorknobs Std	Standard Doorknobs	Inventory Part	40100 - Construction Incom...	124	0	30.00	
Lk Doorknobs	Locking interior doorknobs	Inventory Part	40100 - Construction Incom...	122	0	38.00	
Wood Door	Doors	Inventory Part	40100 - Construction Incom...	1	0	0.00	
Exterior	Exterior wood door	Inventory Part	40100 - Construction Incom...	19	0	120.00	
Interior	Interior wood door	Inventory Part	40100 - Construction Incom...	57	0	72.00	
Interior Door kit	complete Interior door	Inventory As...	40100 - Construction Incom...	20	0	0.00	
Lumber	Lumber	Non-invento...	40100 - Construction Incom...			0.00	
Trim	Trim lumber	Non-invento...	40100 - Construction Incom...			0.00	
Decking	Decking lumber	Non-invento...	40100 - Construction Incom...			0.00	
Rough	Rough lumber	Non-invento...	40100 - Construction Incom...			0.00	
Appliance		Non-invento...	40100 - Construction Incom...			0.00	
Cabinets - Custom	Custom counters	Non-invento...	40100 - Construction Incom...			0.00	
Counter	Custom made counter top	Non-invento...	40100 - Construction Incom...			1,899.98	
Electrical Materials	Electrical Materials	Non-invento...	40100 - Construction Incom...			0.00	

2. Click the **Item** menu button at the bottom left of the window then choose **New**.



3. In the New Item window, choose an item type from the **Type** drop-down list.



**IMPORTANT:** When you select an item type, a description of how that item should be used will appear to the right of the drop-down box.

4. Assign an item name or number in the Item Name/Number field.
5. In the Description field, enter the default information you would like to appear when this item is used on a form. (This information can be overwritten on any individual transaction.)
6. You can assign a standard per unit selling price in the Rate field.
7. In the Tax Code field, assign a standard taxable or non-taxable code.



**IMPORTANT:** Items marked as Non-taxable in the setup will not accrue sales tax on sales forms. See the Sales Tax training section for additional information.

8. In the Account field, choose the appropriate Income account to post to when this item is used on sales forms.
9. Click **OK** to add the new item to the Item List.
10. Close the Item List.

## Create New Price Levels

For each price level you create, you assign a name and percentage increase or decrease to the item's base or standard sales price. You can create up to 100 price levels in QuickBooks Pro and Premier to use on invoices, sales receipts, estimates and credit memos.



### Step-by-Step: Create a New Price Level

1. From the Lists menu, choose **Price Level List**.

NAME	TYPE	DETAILS
Commercial	Fixed %	-10.0%
Industrial	Fixed %	-15.0%
Residential	Fixed %	-5.0%
Door Replacement Special	Per Item	varies per item
Kitchen Upgrade Package	Per Item	varies per item
Pretell Real Estate Rates	Per Item	varies per item

Price Level ▼ Reports ▼  Include inactive

2. From the Price Level menu button, choose **New**.
3. In the Name field, enter a name for the price level.
4. From the Type drop-down list, select **Fixed %** or **Per Item**. This setting determines if you have a fixed markup/discount or if you would like to set up custom prices per item. (Per Item Price Levels are not available in QuickBooks Desktop Pro.)
5. Set your rounding parameters.
6. Click **OK**.
7. Close the Price Level List.

### NOTES

# Associate Price Levels with Customers

When you assign price levels to customers, QuickBooks calculates rates and amounts on sales forms based on the price level associated with that customer.



## Step-by-Step: Associate a Price Level with a Customer

1. Open the Customer Center.
2. In the Customers & Jobs List, select the customer whose price level you wish to set.
3. Double-click on the customer name to open the customer detail page.
4. Click the **Payment Settings** tab.
5. From the Price Level drop-down list, choose the price level you want to associate with the customer.

Customer Name: **Lew Plumbing - C**

Current Balance: 220.00

How do I adjust the current balance?

**Payment Settings**

ACCOUNT NO. [ ] CREDIT LIMIT [ ]

PAYMENT TERMS: **Net 30** PRICE LEVEL: **Commercial** ?

PREFERRED DELIVERY METHOD: **E-mail**

PREFERRED PAYMENT METHOD: **Master Card**

**CREDIT CARD INFORMATION**

CREDIT CARD NO.: 9922xxxxxxxx2222

EXP. DATE: 09 / 2005

NAME ON CARD: Lew Plumbing

ADDRESS: 221 Old Bayshore Rd

ZIP / POSTAL CODE: 94326

Can I save the Card Security Code?

**ONLINE PAYMENTS**

Let this customer pay you by:

Credit Card

Bank Transfer (ACH)

Customer is inactive

OK Cancel Help

6. Click **OK** to close the Edit Customer window and save your changes.

Now when you create a sales form for this customer, the price will automatically be adjusted according to the price level. However, you will have the opportunity to select the base or standard price, or any of the other prices associated with other price levels, for each item (by clicking on the drop-down next to the rate that appears). You will also be able to overwrite the price altogether and enter a custom price for this sales form. See the next section, *Assign Price Levels to Individual Line Items*, for situations in which you might want to use this feature.

## NOTES

## Assign Price Levels to Individual Line Items

In addition to associating price levels with customers, you can also use price levels on an individual basis on sales forms. Some examples of when you might want to do this are:

- You've associated a price level with a customer but want to charge the base sales price for an item on a sale to that customer
- You want to use a price level for one or more items but you don't want to assign a price level to the customer for whom you're recording the sale



### Step-by-Step: Apply a Price to a Single Line Item

1. In a sales form with line items, click in the **Rate** column and select the price level you want to use from the drop-down list that displays (or you can enter your own price for that item, even if it is not in the drop-down list).
2. When you move out of that field on the form, QuickBooks recalculates the amount and balance due.

### NOTES

# Use the Income Tracker

The Income Tracker Center helps you manage collecting payments from your customers. It lists all overdue and nearly-due invoices in a single place, as well as unbilled estimates. You can send email reminders to one customer or many customers, and it tracks customer notes about your collection efforts.



## Step-by-Step: Review Overdue and Nearly-Due Payments for All Customers

1. From the Customers menu, select **Income Tracker** (or open the **Customer Center** and click on **Income Tracker**).
2. Click on any of the money bar's colored tabs on the top to filter the information, if desired.

The screenshot displays the 'Income Tracker' window. At the top, there are three summary sections: 'UNBILLED' (48,569.31, 6 ESTIMATES), 'UNPAID' (31,583.33, 17 TIME & EXPENSES), and 'PAID' (95,947.93, 33 OPEN INVOICES, 0.00 OVERDUE, 0 PAID LAST 30 DAYS). Below these are filter dropdowns for CUSTOMER:JOB, TYPE, STATUS, and DATE. The main table lists various invoices with their details. The 'Action' column for the first row is expanded to show a 'Select' dropdown menu.

CUSTOMER	TYPE	NUMBER	DATE	DUE DATE	AMOUNT	OPEN BALANCE	LAST SENT DATE	STATUS	ACTION
Baker, Chris-Family...	Invoice	1100	12/15/21	1/14/22	1,400.00	1,400.00		Open	Select
Balak, Mike:Utility S...	Invoice	1103	12/15/21	1/14/23	140.00	140.00	Pending	Open	
Cook, Brian:Kitchen	Invoice	1098	12/15/21	1/14/23	1,636.69	1,636.69		Open	
Duncan, Dave:Utilit...	Invoice	1104	12/15/21	1/14/22	140.00	140.00	Pending	Open	
Dunn, Eric C.W.:Util...	Invoice	1105	12/15/21	1/14/22	140.00	140.00	Pending	Open	
Fomin, Slava:Utility...	Invoice	1106	12/15/21	1/14/22	140.00	140.00	Pending	Open	
Jimenez, Cristina:U...	Invoice	1107	12/15/21	1/14/22	140.00	140.00	Pending	Open	
Johnson, Gordon:U...	Invoice	1108	12/15/21	1/14/22	140.00	140.00	Pending	Open	
Keenan, Bridget:St...	Invoice	1102	12/15/21	1/14/22	140.00	140.00	Pending	Open	
Memeo, Jeanette:U...	Invoice	1109	12/15/21	2/13/22	140.00	140.00	Pending	Open	
Morgenthaler, Jenn...	Sales Order	7003	12/15/21	1/14/23	271.53	271.53		Open	
Natiello, Ernesto	Invoice	1101	12/15/21	1/14/22	140.00	140.00	Pending	Open	
Overfield, David:Util...	Invoice	1110	12/15/21	1/14/22	140.00	140.00	Pending	Open	

3. Open the down-facing arrow in the **Action** column for a list of actions you can take with each line.
4. In the Unbilled section (the left half) of the money bar, click on the colored tab for **Estimates**. These are open estimates that can be turned into invoices by using the Action field.

5. Place checkmarks in the boxes in the far left column next to each estimate (or one checkmark in the top box to indicate you are choosing all of them). Click on **Batch Actions** at the bottom which, in this case, enables you to batch email them or mark them inactive.
6. The Manage Transactions button at the bottom enables you to launch a new customer-related transaction such as a new invoice or estimate, or to edit the currently highlighted row.
7. Close the Income Tracker.

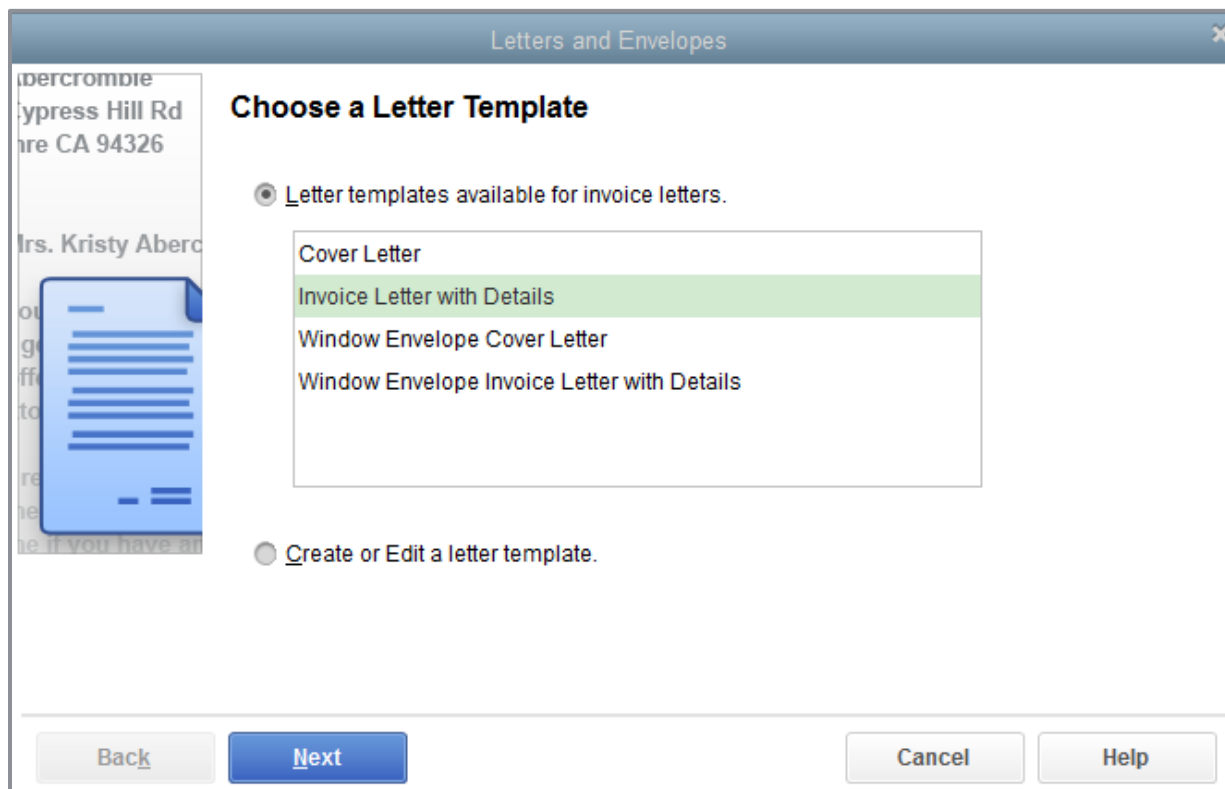
## NOTES

# Create Single Invoice Letters



## Step-by-Step: Create an Invoice Letter

1. From the Reports menu, choose **Customers & Receivables** then choose **Open Invoices** from the submenu.
2. In the on-screen Open Invoices report, double-click the open invoice for which you would like to send a letter.
3. Under the Send/Ship tab of the ribbon at the top, click the **Prepare Letter** icon to display the drop-down list.
4. Select **Prepare Letter**. If QuickBooks prompts you to find letters, click **Copy**.
5. Choose the type of letter you wish to create.



6. Click **Next**.



7. Enter the appropriate name and title for the letter signature.
8. Click **Next**.
9. In the next screen, indicate whether you wish to print envelopes as well. If you wish only to print a letter, select **Cancel**.

Rock Castle Construction  
1735 County Road  
Bayshore, CA 94326

December 15, 2021

Robert Allard  
92834 Chandler St.  
Millbrae, CA 94030

Dear Amanda,

This table summarizes your current invoice activity. Please review this information and let us know if you have any questions.

Invoice Job	Remodel
Invoice Number	1055
Invoice Date	09/12/2021
Invoice Due Date	09/27/2022
Invoice Amount	\$14,510.00
Invoice Balance	\$14,510.00

Itemized charges are shown below:

Item	Description	Qty	Rate	Amount	Tax
Floor Plans	Floor plans	21	150.00	3,150.00	Non
Installation	Installation labor	154	60.00	9,240.00	Non
Labor	General Labor	32	50.00	1,600.00	Non
Removal	Removal labor	13	40.00	520.00	Non

Thank you for choosing Rock Castle Construction. We hope to work with you again in the future.

Sincerely,

Esther Friedberg Karp  
President for Life  
Rock Castle Construction

10. You can choose to print the letter (and envelope) from Microsoft Word® if you wish.
11. From the Window menu, choose **Close All**.

## NOTES

# Generate Reminder Statements

Reminder statements summarize a customer's account by listing recent invoices, credit memos and payments received. You can use reminder statements when you bill through invoices but want to remind your customers about delinquent payments and/or total outstanding balances.

Reminder statements are different from other forms in QuickBooks such as invoices, sales receipts or checks in that they are not transactions. Furthermore, because QuickBooks already has all the information you need to create reminder statements, you don't have to fill them out. Instead you review the information that will appear on each statement, decide whether to add finance charges and print them.



## Step-by-Step: Generate Reminder Statements

1. Click **Home** to display the Home page then click **Statements** (or from Customers, select **Create Statements**).

2. For Statement Date, enter the date you want to appear on the statement.

3. Set your statement period in the Statement Period From/To fields, or select **All open transactions as of statement date**.
4. In the Select Customers section, choose how you would like to create the statements.
5. Select additional options as they apply.

**CREATE STATEMENTS**

**SELECT STATEMENT OPTIONS**

Statement Date: 12/15/2021

Statement Period From: 11/16/2021 To: 12/15/2021

All open transactions as of Statement Date

Include only transactions over 30 days past due date

**SELECT CUSTOMERS**

All Customers

Multiple Customers

One Customer

Customers of Type

Preferred Send Method

View Selected Customers...

**SELECT ADDITIONAL OPTIONS**

Template: Intuit Standard Statement (Customize)

Create One Statement: Per Customer

Show invoice item details on statements

Print statements by billing address zip code

Print due date on transactions

Do not create statements:

with a zero balance

with a balance less than 5.00

with no account activity

for inactive customers

Assess Finance Charges...

Preview Print E-mail Close Help

- Click **Assess Finance Charges** if you would like to add finance charges to the statements. Enter an assessment date if applicable.

Assess Finance Charges

Click the assess column for each customer for whom you wish to create a finance charge invoice.

Assessment Date: 12/15/2021

Finance Charge: Finance Charge

Customize

ASS...	LAST FC	CUSTOMER	OVERDUE BAL.	FINANCE CHARGE
		Allard, Robert	0.00	
✓		Remodel	14,510.00	314.05

Mark Invoices "To be printed"

Customers with \*s have payments or credit memos which have not been applied to any invoice. The overdue balance does not include these credits.

- Click **Assess Charges**.
- Click **Preview**.
- Click **Close**.
- Close the Create Statements window.

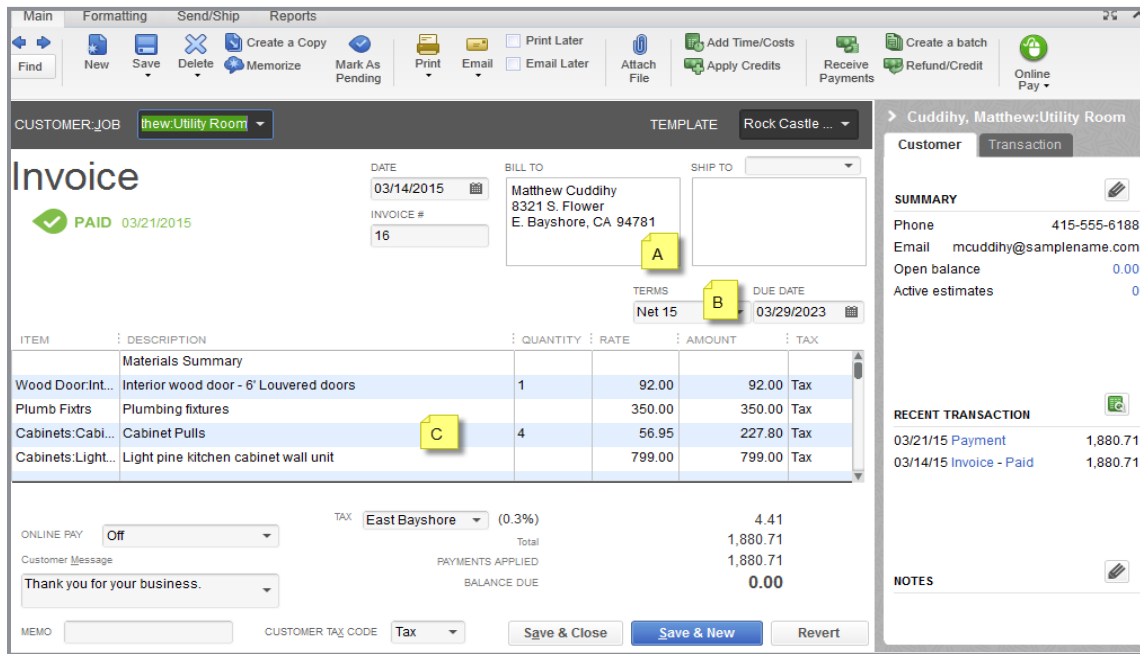
## NOTES

## Enter Sales Information – Review Questions

1. When receiving payment at the time of sale, you create a \_\_\_\_\_ in QuickBooks.
2. When customers are returning items, you record the return on a \_\_\_\_\_.
3. In QuickBooks you can record payments made using which of the following?
  - a. Cash
  - b. Check
  - c. Credit card
  - d. All of the above
4. True or false: QuickBooks lets you save sales forms as PDF files.
  - a. True
  - b. False
5. If you regularly invoice a customer for similar items or services, you can \_\_\_\_\_ the invoice to save time.

6. From which list (or lists) does QuickBooks get the information for A, B and C in the graphic below?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_



7. List the item types used in the line item area of the invoice above.

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8. On which of the following can you not use price levels?

- a. Invoices
- b. Sales receipts
- c. Credit memos
- d. Purchase orders

9. QuickBooks Pro allows you to assign price levels to which of the following?
- a. Specific customers
  - b. Individual line items on sales forms
  - c. Both a and b
  - d. None of the above
10. If a wood door's base price is \$120.00 and you set the rounding option to 1.00 minus .11 for a certain price level, what price might appear on an invoice for the wood door if that price level is used?
- a. \$120.11
  - b. \$120.89
  - c. \$119.89
  - d. \$119.11
11. Which of the two methods described in this lesson for providing customers with information about overdue invoices allows you to assess finance charges?
- a. \_\_\_\_\_
  - b. \_\_\_\_\_

## Review Activities

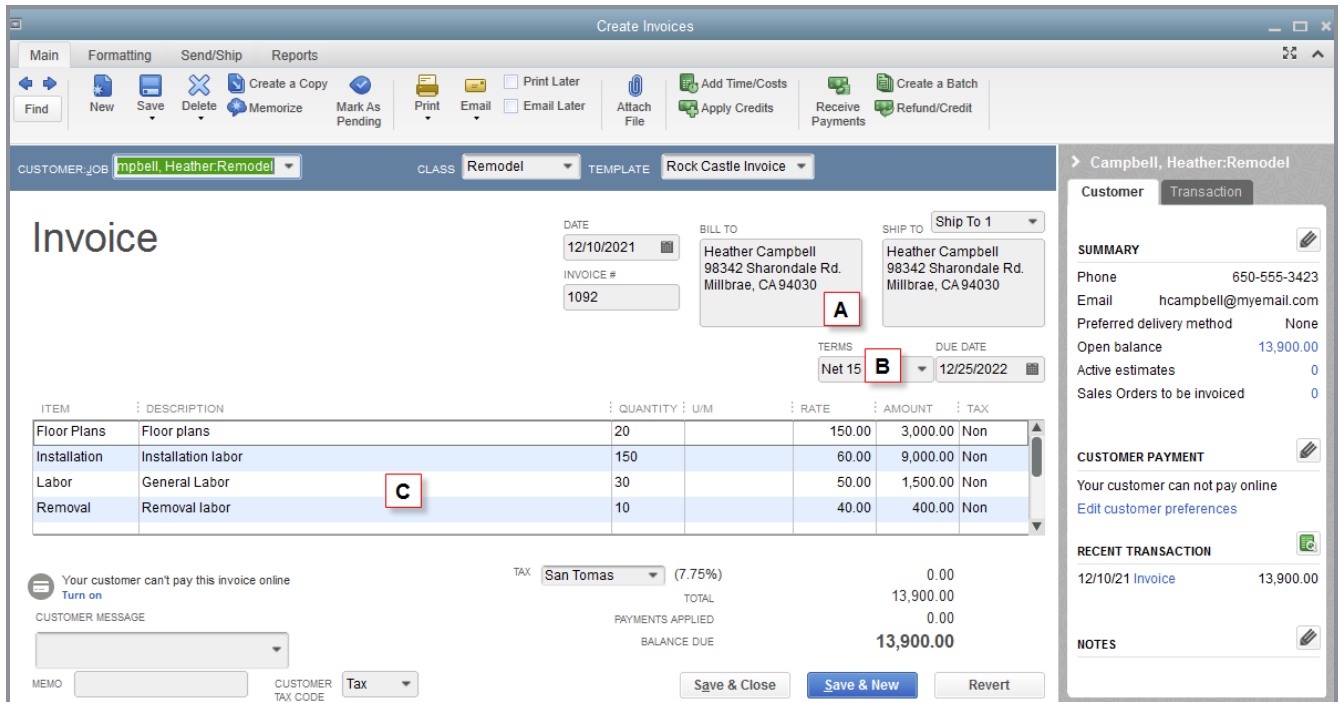
1. Create an invoice for Rock Castle Construction that uses the new Repairs:Plumbing line item. Create the invoice for a new customer by adding information to the Customer list on the fly.
2. Filling out a sales receipt is similar to filling out an invoice form. Create a sales receipt for the customer Rock Castle Construction and select the **Undeposited Funds** option. (You need to select this option only if the preference to use that account as the default deposit to account is not set.) After you create the sales receipt, open the **Undeposited Funds** account register to see the transaction QuickBooks created automatically.
3. Create a new price level for Rock Castle Construction for their January sales event. You want all the prices to be 10% off and rounded to the nearest \$.95. Then create an invoice and add some items. Apply the January sales event price level and see the effect on the price. How would you change the price level so all prices are rounded to the nearest \$.49?



## Answers to Review Questions

1. When receiving payment at the time of sale, you create a *sales receipt* in QuickBooks.
2. When customers are returning items, you record the return on a *credit memo*.
3. In QuickBooks you can record payments received using which of the following?
  - a. Cash
  - b. Check
  - c. Credit card
  - d. ✓ *All of the above*
4. True or false: QuickBooks lets you save sales forms as PDF files.
  - a. ✓ *True*
  - b. False
5. If you regularly invoice a customer for similar items or services, you can *memorize* the invoice to save time.

6. From which list (or lists) does QuickBooks get the information for A, B and C in the graphic below?
  - a. *Customers & Jobs List*
  - b. *Customers & Jobs List (if associated terms with the customer); Terms List*
  - c. *Item List*



7. List the item types used in the line item area of the invoice above.
 

*Inventory Part, Subtotal, Discount and Service*
8. On which of the following can you not use price levels?
  - a. Invoices
  - b. Sales receipts
  - c. Credit memos
  - d. ✓ *Purchase orders*

9. QuickBooks Pro allows you to assign price levels to which of the following?
- a. Specific customers
  - b. Individual line items on sales forms
  - c. ✓ *Both a and b*
  - d. None of the above
10. If a wood door's base price is \$120.00 and you set the rounding option to 1.00 minus .11 for a certain price level, what price might appear on an invoice for the wood door if that price level is used?
- a. \$120.11
  - b. \$120.89
  - c. ✓ *\$119.89*
  - d. \$119.11
11. Which of the two methods for providing customers with information about overdue invoices allows you to assess finance charges?
- a. ✓ *Invoice letters*
  - b. ✓ *Reminder statements*